

In determining whether conduct constitutes sexual harassment, consideration must be given to the totality of circumstances, including the nature and frequency of the conduct and the context in which the incidents occurred.

Complaint Resolution Officers

If you would like to talk to someone about sexual harassment or file a charge, please contact either Andrea Briggs, Ombudsman, 787-2313 or Gary Wilkins, Director, Office of Affirmative Action, 787-5604.

FELLOWSHIP RECIPIENTS

Fellowships are awarded on the basis of scholarly achievement and promise. Students who accept fellowship and/or grant awards will be required to complete the Free Application for Federal Student Aid (FAFSA). This includes fellowship and grant funding from the department. An electronic FAFSA is available at the website www.FAFSA.edu.gov. A few paper applications are available in the lobby of the Graduate Division.

GENERAL REGULATIONS FOR FELLOWSHIP/GRANT HOLDERS

All recipients of fellowships:

- Must be making **acceptable progress** toward their degrees (For these purposes, acceptable progress for a Ph.D. student is represented by the normative time to degree for the particular program plus one year. For most Master's students, acceptable progress is represented by enrollment for not more than two years.);
- Must be advanced to candidacy within 12 quarters after entry;
- Must have less than eight units of Incomplete grades;
- Must maintain a 3.50 GPA; and
- Must enroll in and complete a full course load (12 graduate units or the equivalent--see p.11).

WORKING WHILE RECEIVING FELLOWSHIP MONEY

Fellowships are awarded to students to free them from the need for employment. Fellowship awards with less than a \$10,000 stipend may be supplemented. Fellowship awards with a minimum of a \$10,000 stipend may be supplemented only after approval of the Graduate Dean. The Graduate Advisor in

your department must make the request of the Dean in writing. Fellowships that do not allow supplementation are the Eugene Cota-Robles Award, Dissertation Year Fellowship, Humanities Research Assistantship, and Research Assistantship/Mentorship Program.

STIPEND PAYMENTS

Stipends are paid via the Financial Aid module. The first stipend disburses on the first day of Fall Quarter and the last disburses at the end of May for the month of June. You may authorize a Direct Deposit to the bank of your choice. Forms are available from www.sbs.ucr.edu. Otherwise, checks will be mailed to your billing address. Call (909) 787-2346 if you have questions.

FELLOWSHIPS THAT PAY FEES

If your fees are paid by a fellowship, you must be enrolled in classes before fees are due and the campus must have your FAFSA data in the system. Financial Aid does **not** disburse unless or until you are enrolled.

TAXES

Students receiving financial support should be aware that part or all of their awards might be subject to federal income tax. In general, the following rules apply:

- Fellowships and scholarships from any source in excess of the amount equal to tuition, fees, books, and course-related expenses is fully taxable, although generally not subject to withholding. Students are required to report this excess income on their tax returns as other income.
- Payments received for work or services performed (i.e., TAs, GSRs) are taxable through payroll. Income is subject to tax withholding and is reported to the IRS

ACADEMIC EMPLOYMENT (TEACHING & RESEARCH ASSISTANTS)

CRITERIA FOR APPOINTMENT

Teaching and Graduate Research Assistantships are offered through academic departments. GSRs are normally arranged with individual faculty members or, in some cases, with the department. TAs and GSRs:

- Must be making **acceptable progress** toward the degree (see definition above for fellowship holders);
- Must be advanced to candidacy within 12

- quarters after entry; and
- Must have no more than seven units of Incomplete grades.

In addition:

- TAs must maintain a 3.25 GPA
- GSRs must maintain a 3.00 GPA
- Any student whose native language is not English must pass a test of spoken English (SPEAK Test) before performing duties as a TA
- If the student has not advanced to candidacy within 12 quarters or is beyond time limits for acceptable progress, a timetable must be submitted along with a memo from the department stating that the student is continuing to make progress toward the degree

Once appointed as TAs or GSRs students are expected to continue to adhere to the above requirements and to register each quarter for 12 units of course work or research.

Graduate students may not be employed more than 50 percent time or 20 hours per week during the academic year in any combination of appointments. During quarter breaks and in the summer they may be employed full-time.

The length of service for a Teaching Assistant or Associate In___ is limited to 12 quarters. The Graduate Dean upon written request can make exceptions by the department. **However, no one may serve in a teaching title for more than 18 quarters of service. No exceptions are made.**

GRADUATE STUDENT HEALTH INSURANCE AND REMISSION PROGRAMS

The Graduate Student Health Insurance (GSHIP) is paid for all TAs, Teaching Fellows, Associate Ins___ Teaching Fellows, Readers, Tutors, and GSRs employed 25 percent time (10 hours per week) or more. Additionally, they receive a partial remission of the University and Educational Fee (\$1203 for residents and \$1267 for nonresidents and MBA students). GSRs are eligible to have the nonresident tuition remitted when they are appointed as a 45% time GSR for the full quarter, if pursuing a Ph.D. degree, not receiving other forms of support that fund nonresident tuition, and meet all of the eligibility requirements for a GSR title. Contact the graduate department or Graduate Division for further information regarding these remission programs.

SALARIES

The salaries of Teaching Assistants depend on the percentage time appointment. The maximum amount a student can earn is \$1,571.67 per month (\$4,715 per quarter). See page 25 for more information.

The amount Graduate Student Researchers are paid not only depends upon the percentage time appointment but a student's progress in the program. There are three levels or steps. Step 2 is paid for the first three quarters of registration; Step 3 begins with the student's fourth quarter of registration (July 1 if the student began in Fall quarter); GSR, Step 4 begins the day after the student advances to candidacy for the Ph.D.

With a 100% time appointment a GSR, Step 2 is paid \$2627 a month; at Step 3 \$2913 per month; and at Step 4 \$3147 per month. Please note students may only work 100% time during summer months and quarter breaks. While school is in session students may **not** work more than 50% time.

GSR appointments can also be made on an hourly basis. GSR Step 2 appointments made on an hourly basis are paid \$15.10, Step 3 are paid \$16.74 and Step 4 appointments are paid \$18.09. See page 25 for more information.

Salaries can be found on the Office of the President website at www.ucop.edu/acadadv/acadpers/

TA DUTIES

The following is expected of all TAs:

- To attend, to the extent required by the department or supervising faculty, all meetings of the class in which he or she is doing laboratory work, section discussions, or grading of papers or exams.
- To consult with the professor in charge of the course as to grading policies, course content, procedures, and proctoring.
- To attend all meetings of classes, sections, and laboratories for which she or he is personally responsible. Failure to meet regularly scheduled classes for which the TA is responsible constitutes a dereliction of duty and may be grounds for termination of employment. If there is a good reason for absence, the TA must inform the department and arrange for a substitute.
- To make proper and thorough preparation for each class, lab, or section for which she or he is responsible.
- To assign the amount of written work proper to the lab or section for which she

or he is responsible, and to read and grade the written work thoroughly and as rapidly as possible.

- To post office hours at least one hour per week per section or laboratory, depending on the course, and to hold those office hours without fail.
- To report grades accurately and on time to the instructor in charge of the course.
- To give grade books to the instructor in charge at the end of the appointment.
- To maintain a professional attitude toward all students in his/ or her classes at all times. The ethical standards of behavior for faculty instruction apply equally to Teaching Assistants.
- To notify the supervising instructor as soon as the TA anticipates any workload related issues that may result in a violation of the workload article of the ASE/UC contract.

UNION REPRESENTATION

All Teaching Assistants, Associate Ins____, Teaching Fellows, as well as Readers and Tutors, are covered under a collective bargaining agreement between the University and CASE/UAW. Students employed in these titles are required to pay either union dues or a fair share fee for union representation. GSRs are not covered by a collective bargaining agreement and do not have to pay these fees/dues.

PARKING FOR STUDENT EMPLOYEES

A student working on campus, once on payroll, becomes eligible for payroll deduction for parking. The length of time for which a student is eligible is dependent on the ending date of the employment. Some employment end dates are June 30 of the following year; some are employed quarterly or for other lengths of time. In any case, they are eligible to have their parking costs deducted from their checks once they are on the payroll system. There is no obligation to put an individual on payroll until they are actually beginning their terms of employment. That students are put on payroll in July for employment beginning in late September is purely a matter for the departments. Large departments, which are fairly sure of their employee assignments, may do this, but many departments do not until much later in the summer.

Until they are on the payroll system, student employees may use the Student Business Services Office to bill them for their parking

costs. If a student needs a permit beginning July 1, but will not be on payroll until October 1, they may have Student Business Services bill him or her monthly for the parking fees. Once that student employee is on the payroll, they may then elect to have those fees deducted from his or her paycheck. Student employees are NOT required to pay the entire amount of the parking permit in one lump sum. If a student decided to purchase a parking permit only for the time he or she is on campus (say Fall Quarter, beginning Sept. 20), that permit is pro-rated. He or she would not have to pay for the summer prior.

TYPES OF FINANCIAL SUPPORT

MERIT-BASED AID

Fellowships are awarded on the basis of scholarly achievement and promise. They are offered only to full-time students pursuing graduate degrees. Credential and non-degree objective students are ineligible. Contact the department or program for application information. Students who accept fellowship and/or grant awards will be required to complete the Free Application for Federal Student Aid (FAFSA). This includes fellowship and grant funding from the department. An electronic FAFSA is available at www.FAFSA.edu.gov. A few paper applications are available in the lobby of the Graduate Division.

Students who are not residents of California may apply for Nonresident Tuition Fellowships through their departments or programs. These awards include full or partial payment of tuition and may be used by themselves or in combination with other awards.

NEED-BASED AID

The Office of Financial Aid assists students in meeting educational expenses they cannot afford from personal resources. Applicants must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for any need-based loans. FAFSA's are available in December for the following academic year and must be filed annually. In addition to submitting the FAFSA, various supporting materials which the office uses to determine individual financial need may be required.

UCR accepts applications on a year-round basis. Students are encouraged to apply early in order to ensure adequate processing time for loan funds to be available by the fee payment deadlines.